





**Whatever you're looking for in a new Head of School,  
we'll help you find it.**

A Head of School has to be many things. A leader. Mentor. Friend. Advocate. Creative problem solver. A champion for your school's philosophy and mission. In short, a Head is your school's most visible representative. Deciding on the right candidate is one of the most important decisions you will make. A decision that will drastically impact the short- and long-term success of your school. Simply put, you can't leave anything to chance.



Champion

## You can't afford to go it alone.

When it comes to hiring your Head of School, everyone has a vested interest in choosing the best candidate. The board. Teachers. Parents. Students. Even the community at large. And all of these different parties often have different opinions, priorities and desires on what they want in a Head of School. So how do you weigh all this input? How do you strike a balance between different viewpoints? Most importantly, how do you conduct a search that promotes constituent “buy in,” resulting in support of the board’s selection of the next Head of School? That’s where Kuttner Search Group (KSG) becomes so valuable.

## We know independent schools.



Your independent school is a unique institution. A center of learning guided by passionate teachers committed to the school's mission. A place where students learn in a dynamic environment with fewer boundaries. A community where parents are intimately involved in the educational process. In other words, your school is different from other schools. Your new Head of School needs to be able to articulate a vision that will fulfill the mission of your school. That's where KSG comes in.

KSG has specialized in executive searches and placement since 2000. We know what it takes to identify, recruit and hire the best talent available. More importantly, we have in-depth experience in multiple roles with independent schools, serving as an educator, board trustee and as search consultants. We have worked side-by-side with teachers, students, parents, staff and the board in achieving a common vision for the school. We are passionate about what we do. We know what it takes to find the right person who will carry your school's mission forward.



# Leader

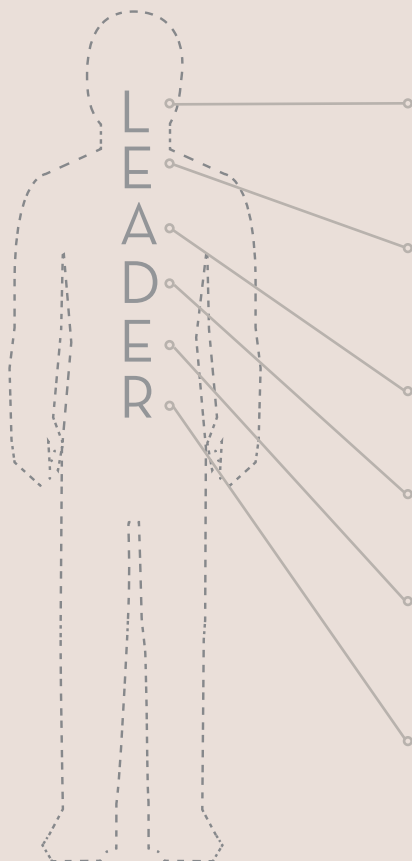
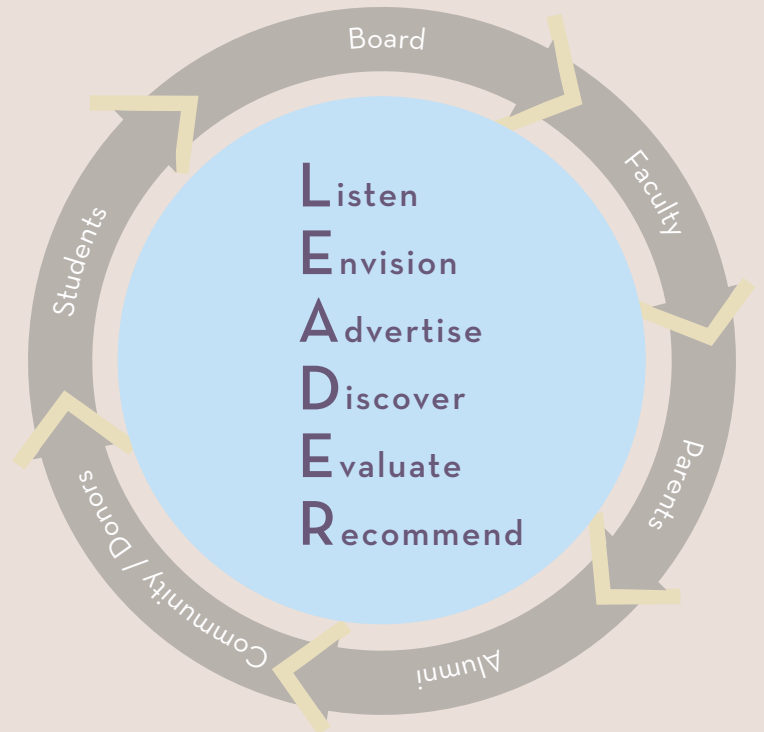
## The right candidate is our top priority.

Finding your new Head of School requires a thorough approach that considers all your short- and long-term goals for your school, its students and community. At KSG, we follow a deliberate, proven process that consistently yields the best results. A process that fully engages all necessary parties. A process that considers and weighs all viewpoints and priorities. A process that locates, identifies and evaluates the best candidates based on a set of clearly defined criteria weighted by your school's needs. With KSG, your school will draw on a better pool of candidates; narrow your search based on your school's needs and goals, and is able to present and negotiate an offer to the best-qualified candidate. All through a highly efficient search process that saves your financial and time resources.

## KSG's LEADER Methodology:

### The best approach to finding your new Head of School.

- All parties have a voice in the search process.
- A formal and detailed Search Plan is developed which sets forth key milestones and search criteria.
- Because LEADER is a Facilitated Search process, your school's search committee has the option of completing the necessary tasks it feels it has the internal resources to carry out, thereby allowing you an opportunity for additional financial savings. After all, it's your school. You understand its mission and goals, and you have a vested interest in its success. KSG offers the flexibility to integrate our services based on your capabilities and available resources.



#### PROCESS:

- LISTEN** - Gather all school community input to establish desired candidate characteristics, background and personal qualities reflected in the job description.
- ENVISION** - Answers the question "What are we seeking in a Head?" and contributes to creation of the major marketing document; the Search Profile.
- ADVERTISE** - Publicize the open position, distribute Search Profile, network and direct recruiting techniques.
- DISCOVER** - Customize of KSG-created models of rubrics to evaluate candidate submissions and interviews.
- EVALUATE** - Interview candidates using rubrics, qualitative and quantitative analysis, referring to desired HEAD characteristics and requirements.
- RECOMMEND** - Choose the best available candidate, understanding there will always be compromises.



## Let's get started.

Whether you're considering a search for a new Head or are actively engaged in the process, KSG can help. Because we take a Facilitated Search approach, we can integrate with your search team to offer the guidance and services you need to effectively conduct the search process and find that one right candidate. To learn more, contact us at (231) 922-9380 or online at [www.kuttnauer.com](http://www.kuttnauer.com).

*Mentor*

You start with several hundred candidates. Different experiences.  
Different backgrounds. Different philosophies on education.  
You sift through resumes. Make calls. Conduct interviews.  
Try to get consensus from the board. The faculty.  
The parents. The community. Everyone offers  
an opinion. You discuss. You weigh the  
options. You dig deep for that one  
big intangible that will confirm,  
once and for all,  
that this is



*the one perfect person.*



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